

Classification: Workforce Operations Assistant (Training), NK-0303-II**Local Title:****Employing Office Location:** Orlando, Florida**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Project Support Group3rd Div:4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Sharon Hightower**Title:** Chief, Human Resources Management Division**Signature:** _____/s/_____ **Date:** 3/25/03**Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: James L. Laughlin, COL**Title:** Chief of Staff**Signature:** _____/s/_____ **Date:** 3/26/03**FLSA:** Non-Exempt **BUS Code:** 7777 **CL:** 202**Drug Test:** NO **Emergency Ess:** No**Key Position:** **OPM Functions Code:****Sensitivity:** NCS **Status:** Competitive**Reason for Submission:** New **Subject to IA:** No**Previous PD Number:** NA **Mobilization:****Envir. Diff:****Acq Posn Category:** **Career Prg ID:****Acq Career Level:** **CAPL Number:****Acq Special Asgmt:** **Acq Posn Type:****Career Spec – Primary:** **Acq Prog Ind:****Cont Job Site:** **Career Spec – Sec:****Financial Disclosure:** ☐ Public Financial ☐ Confidential Financial☐ Supervisor ☐ Manager ☒ Neither**Citation 1:** USOPM PCS FOR Miscellaneous Clerk and Assistant Series, GS-0303, TS-37 1/79, TS-34, 11/79**Citation 2:** ADMIN ANALYSIS GEG, TS-98, 8/90

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in the Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Workforce Operations Assistant (Training), NK-0303-II

III. Duties:

Assists in the planning and coordinating of training. Has frequent contact with all levels of management in PEO STRI, higher headquarters, other government agencies, and private industry pertaining to training and personnel matters. Provides training and acquisition certification information from catalogues, books, memorandums, DAU computer files, the Internet, personnel files, and personal knowledge. Arranges and makes necessary preparations for meetings, conferences, and visits, including reserving meeting space, acquiring audio/visual and projection equipment, assisting with room setup and reproduction of classroom materials and handouts. Prepares and finalizes correspondence and reports.

Administers the PEO-STRI Total Employee Development (TED) Program and associated software that ties planning and execution of training dollars together. Inputs course and developmental information available to employees in the TED. Maintains and edits this database and make changes to employee's properties such as grade, title, supervisor, and office symbol. Tracks employee's status for classes; e.g., withdrawn, cancelled, scheduled, funded, not passed, no show. Assists the financial coordinator by inputting the correct SOMARDS number which tracks to the correct fund cite used to pay for a class and to track travel dollars associated with attendance at a class. Reviews and validates invoices for training.

Uses the Army Training Requirements and Resources Systems (ATRRS) to input report data, generate reports, and enter students into specific courses. Assists employees in entering data into and querying the Army Internet Training Application System (AITAS) which interfaces with ATRRS and is the method of

applying for Defense Acquisition University (DAU) courses. Serve as liaison between the database managers and PEOSTRI employees.

Inputs Request, Authorization, Agreement, Certification of Training and Reimbursement forms (DD Form 1556) into a database and assigns tracking numbers to track dollars associated with training. Assigns a fund cite to ensure payment is from the correct source and keep the resource management personnel informed of charges made. Maintains data in the database and in hard files.

Processes Request for Personnel Action (RPA) electronically using an automated system (currently "Modern DCPDS").

PERFORMS OTHER DUTIES AS ASSIGNED.

IV. Factors:

Factor: 1. - Problem Solving Level II

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts administrative activities for projects. Develops, modifies, and/or applies rules, procedures, or operations to resolve problems of moderate complexity/difficulty. Independently plans and executes assignments; resolves problems and handles deviations. Identifies and adapts guidelines for new or unusual situations.

Factor: 2. - Teamwork/Cooperation Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately. Works with others to accomplish tasks. Resolves administrative problems; facilitates cooperative interactions with others. Guides others and coordinates activities in support of team goals. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and

actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the administrative efforts of individuals or team members as they interact with customers. Independently interacts with customers to understand customer needs/expectations. Interacts independently with customers to communicate information and coordinate actions.

Factor: 4. - Leadership/Supervision Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as team member or leader; takes initiative to accomplish assigned projects. Guides others in accomplishing projects. Coordinates appropriately with others to complete tasks within established guidelines. Identifies and pursues individual/team developmental opportunities.

Factor: 5. - Communication Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Interprets and communicates administrative procedures within immediate organization. Prepares, coordinates, and consolidates documents, reports, or briefings. Communicates/presents internal administrative/functional procedures and tasks internally and externally.

Factor: 6. - Resource Management Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Identifies and uses resources to accomplish projects. Plans resources to achieve project schedules. Effectively accomplishes projects within established resource guidelines.

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Knowledge of administrative aspects of Defense Acquisition Workforce Improvement Act (DAWIA) and Defense Acquisition University (DAU), and career programs and forms and software for requesting approving and documenting training.

Ability to prepare and/or edit written correspondence, ensuring proper use of English grammar, spelling, and punctuation

Skill in interpersonal relations

Ability to plan and organize work

Ability to gather, analyze, and present facts

Ability to use office automation tools and techniques to support office operations

Ability to access or locate information through the use of a personal computer or terminal

Skill in using a keyboard; a qualified typist not required

Knowledge of general office administrative and clerical procedures

Ability to work cooperatively as a member of a team

Knowledge of program planning and budgeting cycles

Ability to identify problems and develop innovative solutions

Ability to provide guidance to customers

Ability to interpret and apply rules, regulations, and procedures

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Knowledge of work classifications and the regulatory and statutory restrictions on the expenditures of appropriated and non-appropriated funds

Ability to develop and utilize appropriate data collection techniques

Ability to communicate orally and in writing

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit

Ability to advise others on forms and processes for requesting and registering for training and education.